

REGULATIONS, MANUALS, AND SUPPLEMENTS

The following applicable regulations, manuals, and supplements are listed to assist the contractor in accomplishing this PWS. Regulations are coded as mandatory (M) or advisory (A). The contractor shall follow the mandatory regulations (latest editions), and it is suggested that the contractor adhere to the advisory regulations (latest editions).

Directive	Title	Mandatory (M) or Advisory (A)
DOD 4525.8-M	DOD Official Mail Manual	M
DOD 5015.2	DOD Records Management Program	M
DOD 5200.1R	DOD Information Security Regulation	M
DOD 5220.22M	National Industrial Program Operations Manual	M
DOD 5330.3	Defense Automated Printing Service (DAPS)	M
NAVFAC MO-403	Navy Driver's Handbook	M
FISCNORDETWASHINST 5110.1	Postal Operations Division Intra-Area Official Mail Distribution Directory	M
NRLINST 2066.1	Telephone Service at NRL	M
NRLINST 3900.35	Identification System for Documentation of the Scientific Program of the Naval Research Laboratory	M
NRLINST 4110.1	NRL Hazardous Material Control and Management (HMC&M) Program	M
NRLINST 5030.1	NRL Code Directory	M
NRLINST 5100.13	NRL Occupational Safety and Health Manual	M

Directive	Title	Mandatory (M) or Advisory (A)
NRLINST 5211.2	Privacy Act Policy and Responsibilities	M
NRLINST 5212.2	Documentation Retention Program	M
NRLINST 5212.3	Records Retention and Disposal Program	M
NRLINST 5213.4	Forms Management Program	M
NRLINST 5214.1	Reports Management Program	M
NRLINST 5215.1	NRL Directives System	A
NRLINST 5216.3	NRL Supplement to Navy Correspondence Manual	M
NRLINST 5218.1	NRL Official Mail Management Program	M
NRLNOTE 5239 (5/12/99)	Security of NRL Computer Networks	M
NRLNOTE 5239 (7/5/99)	Maintenance of NRL Web Sites	M
NRLINST 5239.1	NRL ADP Security Program	M
NRLINST 5400.14	NRL Organizational Manual	A
NRLINST 5510.40	NRL Security Manual	M
NRLINST 5600.2	Publications Program	A
NRLINST 5605.3	NRL Distribution Lists	M

Directive	Title	Mandatory (M) or Advisory (A)
NRLINST 5870.2	Research Documentation Requirements	M
NRLINST 6200.1	Smoking at NRL	M
NRLINST 7400.2	Payroll Manual	M
NRLINST 12290.1	Check-In, Check-Out and Intra-Laboratory Reassignment Procedures	M
NRLINST 12290.2	NRL Locator Service and Emergency Notification	M
OPNAVINST 5112.6	Department of the Navy (DON) Postal Instruction	A
OPNAVINST 5218.7	Navy Official Mail Management	M
OPNAVNOTE 5400 (12/15/99)	Standard Navy Distribution List – Part I and II	M
SECNAVINST 5210.8	Department of the Navy Records Management Program	M
SECNAVINST 5210.11	Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)	M
SECNAVINST 5212.5	Navy and Marine Corps Records Disposition Manual	M
SECNAVINST 5213.10	Department of the Navy (DON) Forms Management Program	M
SECNAVINST 5214.2	Department of the Navy (DON) Information Requirements (Reports) Management Program	M
SECNAVINST 5216.5	DON Correspondence Manual	M
SECNAVINST 5510.30	Department of the Navy (DON) Personnel Security Program	M

Directive	Title	Mandatory (M) or Advisory (A)
SECNAVINST 5510.36	Department of the Navy (DON) Information Security Program (ISP) Regulation	M
	Department of Defense Telephone Directory	A
	USPS Domestic Mail Manual	M
	USPS International Mail Manual (IMM)	M
	NRL Code Directory	M
	NRL Organizational Index	M
	Customer Service Guide for the Preparation and Metering Process of the Navy's Official Mail in the NCR POSTOPNSDIV	M